

Client Guide to Senior Project FRESH

1. Please fill out the application form completely. If you need help, ask the staff person to assist you. Any questions that are not answered will be answered for you by the staff person taking your application.
2. Please sign the coupon book(s) you are given. If you have a proxy, they also need to sign the front cover of the coupon book.
3. The coupons are like cash; do not give them to others or leave them unattended.
4. You can use your coupons at **any** Michigan Farmers Market that displays the sign "SENIOR PROJECT FRESH/MARKET FRESH WELCOME HERE". Each coupon is worth \$2.00.
5. After you make your selection, sign the appropriate number of coupons. The Farmer will compare the signature to the one on the front of your book.
6. You cannot get change back from your coupons. You may put cash with the coupons for the best use of your coupons. For example, if your purchase totals \$5.25, give the farmer 2 coupons (\$4.00) and \$1.25 in cash. Your other option is 3 coupons, and you would lose \$.75 cents.
7. All coupons must be spent by October 31st.
8. If at anytime during the season you become unable to get to the market, please call the issuing agency to have a proxy added to your coupon book and application.
9. If at anytime during this process you feel you have been discriminated against, or would like to file a complaint, please see instructions below.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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